

## MOFirstSteps.com Online Access Enrollment Form

### **Agency/Billing Entity Information – Please Print** (Please keep a copy for your records.)

Please complete all fields on this form. If you are enrolled with the CFO, please provide the information currently on file with the CFO. Complete, sign and mail this form to: Central Finance Office c/o Covansys P.O. Box 29134 Shawnee Mission KS 66201-9134

**Tax ID Number**

**SPOE/Agency/Billing Entity** \_\_\_\_\_ **SPOE/Agency Name** \_\_\_\_\_

**Agency Administrator, SPOE personnel or Independent Provider Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ EXT: \_\_\_\_\_

**Primary Contact for Questions:** \_\_\_\_\_ **Phone Number:** ( ) \_\_\_\_\_ - \_\_\_\_\_

### **User Information - Please Print**

☐ **New User Information:** Select One: ☐ **Currently Enrolled First Steps Provider** ☐ **Other User**

☐ **Change of Information:** Please indicate the type of change: ☐ **Delete Access\*** ☐ **Modify Access\*\***

**User First and Last Name:** \_\_\_\_\_ **Email\*\*\*:** \_\_\_\_\_

Please select a User ID and Security Word. The User ID and Password will be used to log into the web system. User ID's may not be duplicated, please submit a second choice to be used if choice one is not available. The Security Word is used for user identification / verification and will be needed to gain initial access online. This word can be anything (i.e. Mothers maiden name, pet's name) up to 20 characters max. This word will be required when contacting the CFO for user access. This is not the Password. We highly recommend the usage of your Service Matrix User ID (if applicable)

**User ID:** 1. \_\_\_\_\_ 2. \_\_\_\_\_ **Security Word:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **EXT:** \_\_\_\_\_

*\*Deleting Online Access does not end the Provider's enrollment with the CFO.*

*\*\* If this form is used to Modify Access – the access marked on this form will be the only access available to the user.*

*\*\*\* The email address must be unique per user*

### **User Access Description**

Please select one of the following types (please see the following page for access descriptions). Please review the access permissions list carefully.

<input type="checkbox"/> Independent Provider/Provider Administrator	<input type="checkbox"/> Intake Coordinator
<input type="checkbox"/> Agency Administrator	<input type="checkbox"/> Family Service Coordinator (Intake and Ongoing SC)
<input type="checkbox"/> Agency Provider – Non-Billing Provider	<input type="checkbox"/> Ongoing Service Coordinator (Independent or DMH)
<input type="checkbox"/> Agency Provider - Billing	<input type="checkbox"/> Agency Claims and Billing
<input type="checkbox"/> Case Administrator	<input type="checkbox"/> Third Party Billing (Clearinghouse)

**User Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

The date the information is received and processed at the CFO office will determine the effective date of online access. An email will be sent to the user's email address with further directions on how to access the online system.

## User Access Detail

Access Type	General Description
<b>Agency Provider - Non-Billing</b>	<p>This user is an enrolled Provider - usually with an Agency. The following attributes describe this type of access.</p> <ol style="list-style-type: none"> <li>1. The provider may view - but not submit - claims online.</li> <li>2. The provider may view and print authorizations and authorization information.</li> <li>3. The provider may view - but not modify - certain elements of their enrollment with the CFO online.</li> <li>4. The provider may agree to certain First Steps Agreements online.</li> <li>5. The provider may select the email notifications to receive online.</li> <li>6. The provider may read certain communications from DESE online.</li> <li>7. The provider will not be able to view payment/remittance information online.</li> </ol> <p><b>The following attributes will be available during November 2004:</b></p> <ol style="list-style-type: none"> <li>8. The provider may submit Progress Notes online.</li> <li>9. Assuming permission - the provider may view IFSP information online.</li> </ol>
<b>Agency Provider - Billing</b>	<p>This person is an enrolled Provider - usually with an Agency. The following attributes describe this type of access.</p> <ol style="list-style-type: none"> <li>1. The provider may view and submit claims online.</li> <li>2. The provider may view and print authorizations and authorization information.</li> <li>3. The provider may view and modify certain elements of their enrollment with the CFO online.</li> <li>4. The provider may agree to certain First Steps Agreements online.</li> <li>5. The provider may select the email notifications to receive online.</li> <li>6. The provider may read certain communications from DESE online.</li> <li>7. The provider will not be able to view payment/remittance information online.</li> </ol> <p><b>The following attributes will be available during November 2004:</b></p> <ol style="list-style-type: none"> <li>8. The provider may submit Progress Notes online.</li> <li>9. Assuming permission - the provider may view IFSP information online.</li> </ol>
<b>Agency Claims and Billing</b>	<p>This person is not enrolled with the CFO - and usually works with an Agency. This person usually is in an Agency support role. The following attributes describe this type of access.</p> <ol style="list-style-type: none"> <li>1. The user may view and submit claims online.</li> <li>2. The user may view and print authorizations and authorization information.</li> <li>3. The user may not view and modify certain elements of the Agency information with the CFO.</li> <li>4. The user may not agree to certain First Steps Agreements online.</li> <li>5. The user may not select the email notifications to receive online.</li> <li>6. The user will not be able to read certain communications from DESE online.</li> <li>7. The user will be able to view payment/remittance information online.</li> </ol> <p><b>The following attributes will be available during November 2004:</b></p> <ol style="list-style-type: none"> <li>8. The user may not submit Progress Notes online.</li> <li>9. The user may not view IFSP information online.</li> </ol>

### **Third Party Billing (Clearinghouse)**

This person is not enrolled with the CFO. This user is typically a clearinghouse for Agency electronic claims.

The following attributes describe this type of access.

1. The User will be able to send and receive HIPAA files.
2. The user may not view and print authorizations and authorization information.
3. The user may not view and modify certain elements of the Agency information with the CFO.
4. The user may not agree to certain First Steps Agreements online.
5. The user may not select the email notifications to receive online.
6. The user will not be able to read certain communications from DESE online.
7. The user will not be able to view payment/remittance information online.
8. The user may not submit claims online - they will be able to submit electronic claims online.

#### **The following attributes will be available during November 2004:**

8. The user may not submit Progress Notes online.
9. The user may not view IFSP information online.

### **Independent Provider (Provider Administrator)**

This person is enrolled with the CFO - and usually works as an Independent Provider.

The following attributes describe this type of access.

1. The user may view and submit claims online.
2. The user may view and print authorizations and authorization information.
3. The user may view and modify certain elements of their information with the CFO.
4. The user may agree to certain First Steps Agreements online.
5. The user may select the email notifications to receive online.
6. The user will be able to read certain communications from DESE online.
7. The user will be able to view payment/remittance information online.

#### **The following attributes will be available during November 2004:**

8. Assuming access - the user may submit Progress Notes online.
9. Assuming access - the user may view IFSP information online.

### **Agency Administrator**

This person is not enrolled with the CFO - and works as an Agency Administrator.

The following attributes describe this type of access.

1. The user may view and submit claims online.
2. The user may view and print authorizations and authorization information.
3. The user may view and modify certain elements of their information with the CFO.
4. The user will not be able to agree to certain First Steps Provider Agreements online. The user will have access to Agency Agreements online.
5. The user may select the email notifications to receive online.
6. The user will be able to read certain communications from DESE online.
7. The user will be able to view payment/remittance information online.

#### **The following attributes will be available during November 2004:**

8. The user will not be able to submit Progress Notes online.
9. Assuming access - the user may view IFSP information online.

### **Intake Coordinator**

This person performs activities based around Intake and Initial IFSP development and is enrolled with the CFO. The user works with a SPOE.

The following attributes describe this type of access.

1. The user may not submit claims online.
2. The user may not view and print authorizations and authorization information outside of the Intake and IFSP process.
3. The user may not view and modify certain elements of the Agency information with the CFO.
4. The user may not agree to certain First Steps Agreements online.
5. The user may not select the email notifications to receive online.
6. The user will be able to read certain communications from DESE online.
7. The user will not be able to view payment/remittance information online.

**The following attributes will be available during November 2004:**

8. The user may not submit Progress Notes online.
9. The user may enter and view Referral, Intake and initial IFSP information online.

### **Ongoing Service Coordinator (Independent or DMH)**

This person performs activities based around ongoing IFSP development and is enrolled with the CFO. The user works with a SPOE or as an Independent.

The following attributes describe this type of access.

1. The user may submit claims online.
2. The user may view and print authorizations and authorization information.
3. The user may not view and modify certain elements of the Agency information with the CFO.
4. The user may agree to certain First Steps Agreements online.
5. The user may select the email notifications to receive online.
6. The user will be able to read certain communications from DESE online.
7. The user will be able to view payment/remittance information online.

**The following attributes will be available during November 2004:**

8. The user may submit Case Notes online.
9. Assuming access - the user may enter and view IFSP information online.